Digital Asset Register Plan

This template can be used to work through the key questions that should be considered when planning your digital asset register. It is meant as starting point, so do edit it as needed to reflect your own needs and context. The first section asks you to think through a number of questions that will help guide the creation of your Register. The second section provides space to capture practical details relating to the development of your Register. More supporting information about many of the questions can be found in the full Digital Asset Register Toolkit.

# Preparatory Questions

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| **Motivations for Building a Digital Asset Register (DAR)** |
| What issues do you hope to address with your DAR? |
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| What opportunities do you hope to create? |
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| How will the DAR be used? |
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| Who will use the DAR? |
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| Are there any other interested parties to consider? (e.g. content creators or holders, managers or executives, IT colleagues) |
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| **Setting the Scope for the Digital Asset Register** |
| What content should be included within the DAR? |
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| How will organizational culture affect your ability to capture information for the DAR? |
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| What resources (time, tools, staffing, and skills) do you have available for undertaking this work? |
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| Are there types of content that need to be prioritized as they have a high risk profile? |
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| Are there any “low-hanging fruit” that would be easy to capture information on first? |
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# Development Plan

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| **Role and Responsibilities** | | | | |
| DAR Development Lead | | | | |
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| Contributing Staff | | Role | | |
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| **Guiding Principles (based on motivations identified)** | | | | |
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| **Key Dates/Milestones** | | | | |
| Due Date | Milestone/Task | | | |
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| **DAR Design** | | | | |
| Format (e.g. Excel, Database, etc.) | | | | |
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| Edits to be made to toolkit DAR template (e.g. columns to be added or removed)/List of elements to be included if starting a fresh template. | | | | |
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| **Information Gathering** | | | | |
| Information Source(s) (e.g. accessions system, staff members or teams, digital archive drive(s)) | | Information Gathering Method (e.g. questionnaire, interviews, content survey) | | Target Date(s) |
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| **Resources Required** | | | | |
| Details of any resources required (e.g. funding, tools, staff time, room bookings) | | | | |
| Resource | | | Status | |
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